



Forest Heights Police Department Policy and Procedures Manual

Subject:	Disciplinary Procedures			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 10	Section: 2	Number of Pages:	1	Replaces: GO 2000-08
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A. Purpose

To establish a policy on disciplinary action and dismissal of Forest Heights Police Department (FHPD) officers for violations of the FHPD policy and procedures manual, and laws of the United States, the State of Maryland, and the Town.

B. Disciplinary and Personnel Actions

1. Disciplinary actions may include a warning, oral or written reprimand, suspension with or without pay, reduction in pay, and demotion or termination.
2. Personnel actions may include probation, counseling, training, close supervision, performance evaluation, transfer, or termination.

C. Actions for which disciplinary action or negative personnel actions may be taken against FHPD officers.

1. Incompetent or inefficient performance of duty, inattention or dereliction of duty.
2. Insubordination, discourteous treatment of the public or FHPD employees, or any act of omission or commission of similar nature discrediting or injuring the service, or any violations of the provisions of this section of the manual or rules and regulations of the FHPD.
3. Not being mentally or physically fit for the position the employee holds.
4. Conviction of a felony or misdemeanor involving moral turpitude, or a pattern of misconduct as displayed by a series of misdemeanors not involving moral turpitude, or any similar infraction.
5. Failure to report to an appropriate superior authority any incompetence, misconduct, inefficiency, neglect of duty, or any other form of misconduct or negligence of which the employee has knowledge.
6. Failure of a supervisory employee to take corrective action regarding employees under their supervision who may be guilty of any form of neglect of duty or misconduct where the supervisor knows or should have known of such dereliction.